

Accessing Another Users Mailbox (Outlook 2010):

Prerequisites. Mailboxes sharing must be enabled on Microsoft Exchange Server [See Article: 10052 How to enable mailbox sharing]

Scenario. James requires access to Pauls mailbox. The appropriate permissions have been assigned on the Server for James to access Pauls mailbox beneath his own set of folders.

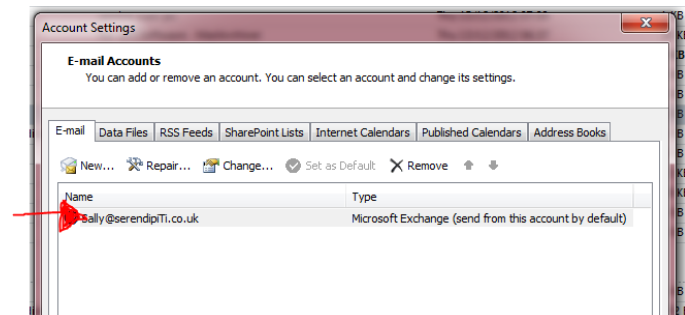
You (James) must first open your Outlook mailbox

from the toolbar select the following:

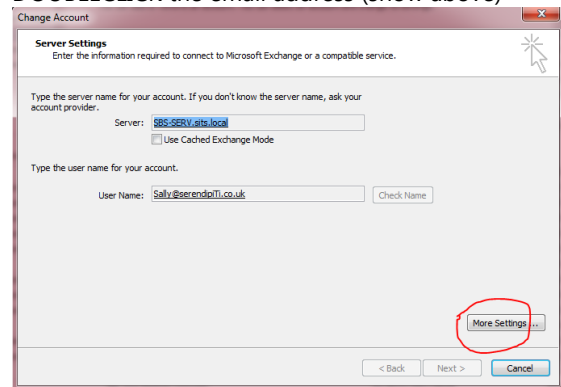
FILE > ACCOUNT SETTINGS

Select "ACCOUNT SETTINGS" from the dropdown

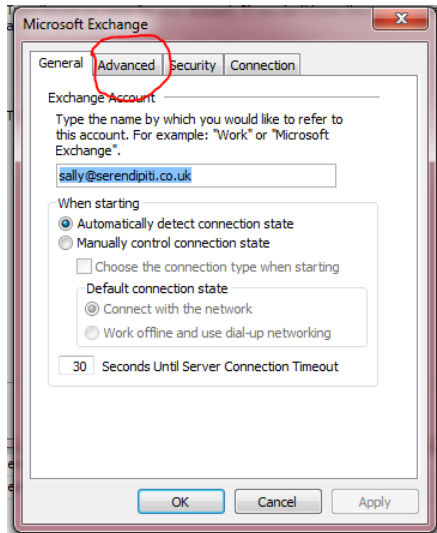
The following screen will appear:



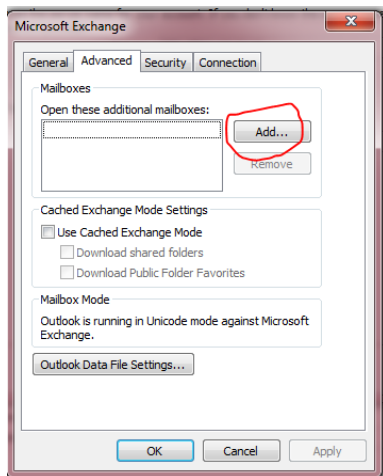
DOUBLECLICK the email address (show above)



Click MORE SETTINGS



Click on "ADVANCED".



Click ADD

Type the FIRST NAME of the person who's mailbox you want to view (ie) click OKAY

Click OKAY, then NEXT and FINISH

Click CLOSE to exit Account settings

The user's mailbox will now appear beneath your own.

Note. click on the + button to the left of "Mailbox - username" to reveal the sub folders.

If errors are received, review permission settings on the Exchange Server (see Serendipiti's article 10052)

Accessing Another Users Mailbox (Outlook 2007):

Prerequisites. Mailboxes sharing must be enabled on Microsoft Exchange Server [See Article: 10052 How to enable mailbox sharing]

Scenario. James requires access to Pauls mailbox. The appropriate permissions have been assigned on the Server for James to access Pauls mailbox beneath his own set of folders.

You (James) must first open your Outlook mailbox
from the toolbar select TOOLS, ACCOUNT SETTINGS
From the list, double-click the entry that reads "Microsoft exchange server"
Click MORE SETTINGS
Click on the tab entitled "ADVANCED". You will now see a box entitled "open these additional mailboxes".
Click ADD
Type a FIRST NAME (ie "Paul"). click OKAY
Pauls name will appear in the list.
Click OKAY, then NEXT and FINISH
Click CLOSE to exit Account settings
The user's mailbox will now appear beneath your own.

Note. click on the + button to the left of "Mailbox - Paul" to reveal the sub folders.
If errors are received, review permission settings on the Exchange Server (see SerendipiTi's article 10052)

Accessing Another Users Mailbox (Outlook 2003):

Prerequisites. Mailboxes sharing must be enabled on Microsoft Exchange Server [See Article: 10052 How to enable mailbox sharing - Exchange 2007]

Scenario. James requires access to Pauls mailbox. The appropriate permissions have been assigned on the Server for James to access Pauls mailbox beneath his own set of folders.

- You (James) must first open your own Outlook mailbox.
- from the toolbar select TOOLS, EMAIL ACCOUNTS
- Click NEXT
- From the list, highlight the entry that reads "Microsoft exchange server"
- Click CHANGE
- Click MORE SETTINGS
- Click on the tab entitled "ADVANCED". You will now see a box entitled "open these additional mailboxes".
- Click ADD
- Type a FIRST NAME (ie "Paul"). click OKAY
- Pauls name will appear in the list.
- Click OKAY, then NEXT and FINISH closing the wizard
- The user's mailbox will now appear beneath your own.

Note. click on the + button to the left of "Mailbox - Paul" to reveal the sub folders.

If errors are received, review permission settings on the Exchange Server (see Serendipiti's article 10052)